

FOOTHILL TRANSIT

MINUTES

The meeting of the Foothill Transit Executive Board was held Friday, March 26, 2010, at the Foothill Transit Board Room, 100 South Vincent Avenue, 2nd Floor, West Covina.

Chair De La Torre called the meeting to order at 8:02 a.m. The following members were present, constituting a quorum of the Executive Board:

Michael De La Torre, Chair
Roger Chandler, Vice Chair
Peggy Delach
Carol Herrera
Paula Lantz

Pledge of Allegiance

Chair De La Torre led the Pledge of Allegiance.

APPROVAL OF MINUTES FOR THE REGULAR MEETING OF FEBRUARY 26, 2010

The minutes for the regular meeting of February 26, 2010, were approved as submitted.

Motion: Member Delach, seconded by Vice Chair Chandler
Vote: Unanimously carried

PRESENTATIONS

5.1 Contractors' Employee Recognition

Ms. Lewana Carter and Mr. Sal Garcia, Assistant General Managers, recognized the following employees:

- Isabel Martinez, Arcadia location MV Transportation Operator of the Month, who has worked with Foothill Transit for two and a half years, and is a Safety Award winner.
- Carrie Kinsey, Pomona location First Transit Operator of the Month, who has a perfect driving record, with zero accidents, zero injuries, and zero negative customer comments, a perfect attendance record, and two Perfect Ride checks.

5.2 Telling Our Story

This item was taken off calendar.

PUBLIC COMMENT

There was none.

CONSENT CALENDAR:

The Executive Board adopted the Consent Calendar items 7-9.

Motion: Vice Chair Chandler, seconded by Member Delach

Vote: Unanimously carried

REGULAR AGENDA:

FOOTHILL TRANSIT ECOLINER UPDATE

George Karbowski, Director of Operations & Maintenance, provided the following update on the Foothill Transit Ecoliner Electric Bus project:

- The architectural, engineering and electrical designs for the Pomona Transit Center are complete and the construction RFP was issued on March 24, 2010. A preview conference and *walk through* is scheduled for March 31, 2010. It is anticipated that staff recommend a contract award at the April 23, 2010, Executive Board meeting.
- The electrical maintenance outlet for the shop charger is being scheduled for the Pomona and Arcadia facilities to coincide with the delivery of the charger.
- A supplemental funding request in the amount of \$300,000 from the Southern California Air Quality Management District (SCAQMD) is under review and will be agendized for the May 2010 Governing Board meeting, for approval.
- The first Ecoliner Bus Number 2001 will be ready for testing on Tuesday, March 30, 2010 in Arcadia, California.

The Executive Board received and filed the Foothill Transit Ecoliner Update.

Motion: Member Herrera, seconded by Member Delach

Vote: Unanimously carried

[\(See Supporting Documents\)](#)

PILOT PROGRAMS WITH PASADENA COMMUNITY COLLEGE AND THE CLAREMONT UNIVERSITY CONSORTIUM

Linda Somilleda, Director of Marketing & Construction, reported that in 2006, Foothill Transit partnered with Metro, Norwalk Transit, and Montebello Transit, in developing a transit plan for Rio Hondo College called "Go RIO".

Motion: Vice Chair Chandler, seconded by Member Lantz

Vote: Unanimously carried

[\(See Supporting Documents\)](#)

2010 LEGISLATION SUMMARY

David Reyno, Director of Government Relations, reported on the March 2010 Legislation Summary:

The Executive Board received and filed the March 2010 Legislative Summary. There are no recommended positions on bills this month.

Motion: Vice Chair Chandler, seconded by Chair De La Torre

Vote: Unanimously carried

[\(See Supporting Documents\)](#)

CONTRACT AWARD – AUDIT SERVICES

Gary Nehls, Director of Procurement, reported that on December 18, 2009, the Executive Board authorized the Executive Director to issue a Request for Proposals (RFP) for Audit Services. RFP No. 10-014 was issued on January 14, 2010, and was advertised in three local newspapers and posted on the Foothill Transit's website. Proposals were received on February 4, 2010 from six firms. Lance, Soll, and Lunghard, the highest rated proposer scoring 93.61 out of 100, was selected.

The Executive Board authorized the Executive Director to negotiate final contract terms and conditions, and to execute a contract in the amount of \$228,910 with Lance, Soll and Lunghard for Audit Services for a three-year period with options, at Foothill Transit's sole discretion, for two additional years at yearly rates set forth in the Lance, Soll and Lunghard proposal.

Motion: Member Delach, seconded by Chair De La Torre

Vote: Unanimously carried

Abstain: Member Lantz

[\(See Supporting Documents\)](#)

CONTRACT AWARD – FINANCIAL SOFTWARE

Gary Nehls, Director of Procurement, reported that on December 18, 2009, the Executive Board authorized issuance of a Request for Proposals (RFP) for Finance Software Replacement. RFP No. 10-027 was issued on February 9, 2010, and was advertised in three local newspapers and posted on the Foothill Transit's website. Proposals were received on March 2, 2010, from eleven firms. Finley & Cook, the highest rated proposer scoring 88.24 out of 100 points, was selected.

The Executive Board authorized the Executive Director to negotiate final terms and conditions and execute a contract in the amount of \$136,312 with Finley & Cook for financial software replacement, implementation, and training.

Motion: Member Lantz, seconded by Chair De La Torre

Vote: Unanimously carried

[\(See Supporting Documents\)](#)

FARE REVENUE IMPACT ON SUBSIDY FUNDING

Kevin McDonald, Deputy Executive Director, provided background on fare allocation procedure (FAP).

Doran Barnes, Executive Director, offered three options to the Executive Board:

- Take no action towards a fare increase;
- Adjust the local adult base fare which would trigger a freezing of the fare unit calculation;
- Other fare adjustments, which would generate additional revenue and mitigate service reductions.

Mr. Barnes noted that any fare increase would necessitate Governing Board approval and require public hearings to meet Federal Transit Administration requirements.

John Fasana, Mayor, City of Duarte, addressed the Executive Board regarding this item.

After discussion, Member Delach offered a motion that the Executive Board recommend an increase in adult and student base fare rates to \$1.25, and a ten percent increase on all other base rate fares for Fiscal Year 2011. She added that recommendation may result in \$1.2 million dollars savings, and the retention of bus lines planned for cancellation.

The Executive Board received and filed an update on projected FY 2010 fare revenues and future subsidy funding, and directed staff to agendize Member Delach's recommendation at a future Governing Board meeting for approval, and to schedule public hearings accordingly.

Motion: Member Delach, seconded by Member Lantz

Vote: Unanimously carried

[\(See Supporting Documents\)](#)

MANAGEMENT CONTRACT CHANGE FOR BUS LINE INSPECTIONS

Darold Pieper, General Counsel, reported that the manufacturing of North American Bus Industries (NABI) buses for Foothill Transit will commence in Budapest, Hungary in spring 2010, and will conclude in Anniston, Alabama in summer 2010. Historically bus inspections have been done by Veolia; however, they could be done by an independent contractor.

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Foothill Transit's contract with Veolia includes provisions for conducting bus inspections, but they are not done annually. The recommended amendment amount represents the direct cost to Veolia associated with the scheduled bus line inspections. The per-bus cost of \$1,241 represents the FY 2008 per-bus cost of \$1,170 with the annual contract escalators percent applied.

The cost for travel, lodging, and per diem for the inspectors for the five-month inspection period is estimated to be \$18,000, an average of \$1,500 per bus and are not included in this contract amendment. The bus inspection expenditures will be capitalized and will not impact Foothill Transit's total operating budget. The FTA-required bus line inspection costs are included in the capital bus purchase line item, and will be charged to this account. Payments will be made to Veolia in four equal installments of \$3,723 beginning May 1, 2010, for inspection of the base order of 12 buses.

Mr. Pieper noted that the contract allows for a change rather than amendment.

The Executive Board approved to change the Veolia management contract in the amount of \$14,892 to conduct bus line inspections of 12 NABI CNG buses in Budapest, Hungary and Anniston, Alabama.

Motion: Member Delach, seconded by Member Herrera

Vote: Unanimously carried

[\(See Supporting Documents\)](#)

EXECUTIVE DIRECTOR COMMENT

Doran Barnes, Executive Director, reported the following:

- The APTA Annual Legislative Conference was held in mid-March 2010. It provided an opportunity for public transit agencies to confer with legislative representatives on issues regarding government funding, and other issues. Member Herrera was thanked for her participation in discussions representing Foothill Transit. One of the topics discussed was the Multi-Year Transportation Program.
- Three public hearings have been conducted regarding Foothill Transit service changes, and two more hearings are planned. Staff was thanked for making public hearings run smoothly.
- The next Governing Board meeting is scheduled for April 16, 2010, following the Executive Board Budget Workshop scheduled for April 14, 2010.
- There are simultaneous plans for the upcoming Fiscal Year budget: fare adjustments, service changes, and administrative cost reductions. The cost savings program will provide a savings of \$1 million for next year.

BOARD MEMBER COMMENT

Member Lantz commented that public hearing participants should take the new rate increase seriously because of the long-term effect it will have on public transportation services.

ADJOURNMENT

There being no further business, the Executive Board adjourned at 9:27 a.m. in memory of Ed Wallach, former Executive Board Member Pat Wallach's husband.

Staff and guests present:

Doran Barnes, Executive Director
Kevin McDonald, Deputy Executive Director
Darold Pieper, General Counsel
Richard Hasenohrl, Director of Finance
LaShawn Gillespie, Director of Planning
Dietter Aragon, Planning Manager
Roland Cordero, Director of Facilities
Linda Somilleda, Director of Marketing & Communications
Gary Nehls, Director of Procurement
George Karbowski, Director of Operations & Maintenance
David Reyno, Director of Government Relations
John Fasana, Mayor, City of Duarte
Lewana Carter, Assistant General Manager
Sal Garcia, General Manager
Martha Arana, Commission Services